

# Tips for State Supervisors On the GEAC

GEAC organizations will begin contacting state offices after June 15, 2008 to schedule informational recruitment meetings. Here are some important tips to remember when the organizations contact your office.

- All employee organization visits should be requested, approved and scheduled in accordance to the official Employee Organization Access Policy.
- Employee organizations may have access to non-secure common areas of state facilities, including main entrances and exits, cafeterias, break rooms, parking lots, outdoor walkways and other similar areas for the purpose of talking with employees.
- Employee organizations may request conference or meeting rooms within state facilities for the purpose of talking with non-supervisory state classified employees. These meetings should not conflict with state business needs and should be coordinated through established reservations systems. Any/all applicable room charges or fees should be paid by the employee organization requesting the space.
- Employees may meet with employee organizations during their breaks, during lunch and before or after work.
- Membership to GEAC organizations is completely voluntary and available to all non-supervisory classified employees. No dues will be deducted from any employees' paycheck without the expressed written permission of the employee.
- Supervisory classified employees should not encourage or discourage membership in any employee organization.
- Employees who sign written dues authorization cards, then decide they do not want to be a member, must send written notification to their agency payroll officer that they do not want dues deducted.
- Employee organization representatives should conduct themselves in professional manner and should respect the request of any employee who does not wish to engage in a discussion or accept literature.
- Supervisors who have questions or encounter problems with the GEAC organization representatives should contact their agency GEAC contact person or may contact the Personnel Cabinet at (502) 564-7430.
- Employees who have complaints or specific concerns about the GEAC may e-mail them directly to: [GEAC.Hotline@ky.gov](mailto:GEAC.Hotline@ky.gov)